



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution		MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN
Name of the head of the Institution		Dr. Pushpa Marian
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04812575820
Mobile no.		9495873120
Registered Email		mountcarmeltrainingcollege@gmail.com
Alternate Email		mountcarmel_college@yahoo.com
Address		Mount Carmel College of Teacher Education for Women, Muttambalam P.O, kanjikuzhy
City/Town		Kottayam
State/UT		Kerala

Pincode	686004																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Women																		
Location	Semi-urban																		
Financial Status	state																		
Name of the IQAC co-ordinator/Director	Dr. Mary Sheba Jose																		
Phone no/Alternate Phone no.	04812575820																		
Mobile no.	9495685321																		
Registered Email	mountcarmeltrainingcollege@gmail.com																		
Alternate Email	shebajosetpg@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://mountcarmelcollege.ac.in/public/docs/1629704440-AQAR%202014%20-%202015.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://mountcarmelcollege.ac.in/academics/academic-calendar																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>3.23</td> <td>2008</td> <td>16-Sep-2008</td> <td>15-Sep-2013</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	A	3.23	2008	16-Sep-2008	15-Sep-2013
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
2	A	3.23	2008	16-Sep-2008	15-Sep-2013														
6. Date of Establishment of IQAC	01-Jun-2005																		
7. Internal Quality Assurance System																			
<table border="1"> <tr> <td>Quality initiatives by IQAC during the year for promoting quality culture</td> </tr> </table>		Quality initiatives by IQAC during the year for promoting quality culture																	
Quality initiatives by IQAC during the year for promoting quality culture																			

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

11

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Conduct of Two UGC Sponsored National Seminars, Participation of both Faculty and Students in International National Seminars and Workshops, Organisation of Extension activities, Conduct of UGC sponsored Add on courses and Value added courses, Participation of students in various intercollegiate competitions,

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Staff Council</td> <td>24-Aug-2016</td> </tr> </table>		Name of Statutory Body	Meeting Date	Staff Council	24-Aug-2016
Name of Statutory Body	Meeting Date				
Staff Council	24-Aug-2016				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2016				
Date of Submission	18-Mar-2016				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Student Information System, Punching Machine, Staff Details, Student Attendance, Staff Attendance,				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Mount Carmel College of Teacher Education for Women, established in 1953 is the First Aided Training College in Kerala and is affiliated to the Mahatma Gandhi University, Kottayam. The institution aims at the optimum development of the potential of prospective teachers. The institution focuses on providing a life-oriented education that empowers the women trainees to be agents of transformation and development. Being an affiliated college the Curriculum is prescribed by the University. The restructured Two year B.Ed and M.Ed programmes were implemented in 2015. The faculty members have been instrumental in restructuring the B.Ed and M.Ed. curriculum. They have actively participated in the curriculum designing process. The College offers 5 optional subjects for both B.Ed and M.Ed Programmes. The programme structure consists of core courses, pedagogic courses, Electives, School internship and other practical works. In addition to it the college offers 2 UGC sponsored add on courses and 4 value added courses. Before the commencement of the academic year the staff council conducts a detailed discussion on the curriculum of both B.Ed and M.Ed programmes and prepares an action plan for the year. The Principal, IQAC coordinator and a senior faculty who is assigned as the Programme coordinator constitutes committees for preparing the academic calendar and time table for year. Academic calendar is prepared by consulting the Government calendar and academic calendar of the University. Time table is prepared by considering the credits assigned to each course (both theory and practical courses).The faculty

members prepares the Programme outcomes and respective course outcomes. The same is published in the college website. At the beginning of the academic year teachers are given responsibilities of different activities. The programme coordinator conducts an orientation at the commencement of the academic year for the students to familiarise them with the Programme and its outcomes. Staff council meetings are conducted occasionally to plan and evaluate various activities/programmes. The Institution provides adequate infrastructural facilities and learning resources for the transaction of the curriculum. The Institution conducts orientation Programmes for the staff. The faculty members and students are encouraged to participate in various curricular enrichment programmes both in and out of the institution. Students are involved in the functioning of different committees and the College union actively participate in the conduct of various activities of the institution. The institution conducts various activities to sensitise students towards gender issues, social issues and environmental sustainability. Due importance is given to enrich life skills, social commitment and values among students. The regular annual feedback regarding the curriculum from the students, teachers, parents, alumni and employers makes the delivery of the curriculum more effective.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course in Computer Application	Nil	20/07/2015	170	This course will help the Teacher trainees to prove their competence in handling various technological tools	Equips the teacher trainees to integrate technology effectively in the teaching learning process
Certificate course in Computer applications	Nil	20/07/2015	105	This course will help the teacher trainees to demonstrate their competence in handling the children with psychological and emotional problems	Equips the teacher trainees to solve the problems faced by the students

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the

affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	50	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Arts and crafts	18/06/2015	93
Cooking	18/06/2015	27
Tailoring and Embroidery	16/07/2015	20
Eco friendly Products	16/07/2015	30
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	One year Batch- School Internship	120
BEd	Two Year Batch- School Induction	50
MEd	Two year Batch- Internship at Primary schools and TTI's	15
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The IQAC has evolved a formal mechanism to gather feedback on Curriculum from all stakeholders. Every year the feedback is collected from Students, Teachers, Alumni, Parents and Employers on curricular aspects. The student feedback scrutinise the overall efficiency and effectiveness of the Curriculum. The five point rating scale evaluated whether the learning outcomes were well defined and aligned with the vision and mission of the Institution. The efficiency of</p>

the curriculum in enhancing teaching competencies, life skills, social commitment and values were also evaluated. The parent feedback on Curriculum focused on quality and relevance of the Programme, role of curriculum in enhancing teaching competencies, cultivating social responsibility, eco-consciousness and moral values. Academic discipline observed by the institution, (timely conduct of practical works, completion of syllabus and related activities, academic quality and efficiency of the faculty, use of ICT, Infrastructural facilities and learning resources of the institution, teacher-student relationship, employability offered by the curriculum etc were also evaluated. The employer's feedback was collected using a five point rating scale. Quality and relevance of the curriculum in enhancing competencies required for the teaching profession, role of curriculum in developing innovative thinking, organizational skills, communication skills and soft skills, efficiency of the curriculum to deal with challenges in teaching profession, resourcefulness in integrating technology effectively into teaching- learning process, efforts in keeping in touch with the latest developments, upholding the dignity of teaching profession etc. The Alumni Feedback on curriculum covered various aspects of the curriculum namely the role of curriculum in enhancing teaching skills, life skills, social commitment and values, in developing leadership qualities, in dealing with challenges in teaching profession and in developing practical solutions to overcome it. Employability offered by the curriculum, opportunities to integrate technology, opportunities for future professional development, higher studies and research, development of self confidence in qualifying teacher eligibility tests etc were also evaluated. The Teacher feedback on Curriculum evaluated the efficiency of the curriculum in enhancing teaching competencies, life skills, social commitment and values. Whether the programme and course outcomes are well-defined, proper balance between theory and practice, opportunities to integrate technology, adequacy of the practical courses, opportunities for professional development, higher studies and research, availability of infrastructural facilities and learning resources for the conduct of the programme etc. were also assessed. The feedback obtained was thoroughly analysed and recorded. As the two year B.Ed and M.Ed programmes were newly implemented during the current academic year several suggestions were received from the stakeholders. As per the suggestions given by teachers orientation on newly implemented curriculum was implemented. Students requested to enhance technological facilities for video recording of their classes and subsequent actions were taken. Considering the opinion of the Parents college working hours was rescheduled. Alumni recommended the introduction of more value added courses and to arrange more placement services. Based on the suggestions from employers UGC sponsored add on certificate course in computer applications was introduced and course in counsellor Training was continued.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MEd	Education	50	27	17
BEd	Education	50	236	50

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of	Number of	Number of	Number of	Number of

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2015	50	17	9	3	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
12	12	5	10	8	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring system of our college ensures that the students adapt to the dynamic learning environment. The institute has an integrated mentoring system where the faculty acts as a link between the students and the institution and performs the following functions for two years. Each mentor is assigned 6 students as mentees. Mentors conduct informal talks and discussions with the students and provide necessary assistance. Mentors also keep track of the mentees' performance during the internship programmes by continuous interaction with them. Timely assistance by a trained counsellor is provided to those students in need. The mentor encourages the students to overcome their inhibitions, identify and render help in areas where the mentee needs improvement. All mentors maintain data regarding students' progression. The mentoring system is monitored by a committee consisting of the Principal, Programme coordinator and IQAC coordinator. Mentors also connect themselves with the parents regarding the progress of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
67	12	1:6

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
9	7	2	2	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	Dr. Pushpa Marian	Associate Professor	Ramanuja award for the best Mathematics Teacher by Ganitha Sasthra Parishad.
2015	Dr. Soosamma P.A	Associate Professor	Ph.D.

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per NCTE revised regulations, the B.Ed. and M.Ed. programmes were restructured in the year 2015. Internal assessment is conducted for both theory and practical works. For both B.Ed. and M.Ed. Programme class tests, mid-term and term-end examinations are conducted. After the conduct of examinations, faculty has to evaluate the answer sheets without much delay. The common errors are discussed in the classroom. Remedial sessions are also arranged for students if needed. For evaluating the practical works the criteria for assessment for each item is prepared and is strictly adhered to. The assessment outcomes are communicated to the students for improving their performance. Meaningful reflection, attendance, evidence in the form of photographs, video and other documents, timely submission of works etc. are also considered for evaluation. The Programme coordinator will be coordinating the continuous evaluation undertaken by the different course coordinators. The internal assessment marks of the theory courses will be published in the institution before submitting it to the university. Sufficient time is provided for addressing any grievances raised by the students regarding their internal marks. College level Grievance redressal cell functions effectively to protect the rights of the students in this regard. Re-examinations are conducted for students who failed to attend the internal examination on genuine grounds. The details of internal assessment are kept in the college for a period of two years after the completion of the programme.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is well planned and prepared focusing on the vision and mission envisaged by the college. At the beginning of the year an Academic Calendar is prepared by the IQAC based on University Academic Calendar and government calendar. The calendar is prepared after several meetings of the faculty and all the activities of the academic year are planned. The preparation of academic calendar ensures that adequate instructional hours are allotted to deliver the courses effectively. Schedule of Internship programmes, internal/external examinations, publishing of internal assessment marks, submission of records and assignments etc. are formulated in tune with the University academic calendar. Dates for conducting different co-curricular activities like club activities, extension programmes, arts day, college day, sports day, study Tour, Community living camp, conduct of workshops/seminars/awareness programmes/orientation programmes, etc. are also included in the academic calendar. Academic calendar is published in the college website and student's handbook. The schedule in the calendar is strictly followed. The faculty also takes special classes on holidays in order to compensate the loss of working days. The IQAC monitors whether all the activities of the college are conducted systematically as per the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://mountcarmelcollege.ac.in/academics/pos-cos>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://mountcarmelcollege.ac.in/igac/student-satisfaction-survey>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
UGC Sponsored National Seminar on 'Revamping Teacher Education for the Digital Age Learners Challenges and Prospects'	Mount Carmel College of Teacher Education for Women	17/09/2015
UGC Sponsored National Seminar on 'Promoting Wellness and Fitness Among Educators	Mount Carmel College of Teacher Education for Women	10/03/2016
One Day Orientation on Script your Success	Mount Carmel College of Teacher Education for Women	02/06/2015
Legal Awareness class	Mount Carmel College of Teacher Education for Women	04/09/2015
Orientation in Yoga	Mount Carmel College of Teacher Education for Women	22/06/2016

Workshop on Theatre Arts	Mount Carmel College of Teacher Education for Women	24/09/2015
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best M.Ed Dissertation Award	Jumanath K.P.	Mount Carmel College of Teacher Education for Women	21/03/2016	Post Graduate Student
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
M.Ed	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	10	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	15
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	12	8	7
Presented papers	Nill	15	Nill	Nill
Resource persons	Nill	Nill	Nill	2
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Communicative English classes for marginalised students	Mount Carmel High school	2	15
Social visits during Christmas	Mount Carmel College	7	152
Visit to Destitute Home	Missionaries of Charity	5	150
Life School Transformational Programme	World Vision India	7	65
Visit to Tribal Settlement at Vandiperiyar	Mount Carmel College of Teacher Education for Women	3	15
Reading Week Celebration	Library, Mount Carmel College of Teacher Education for Women	6	130
Book Exhibition	DC Books	2	126
Food Fest	Mount Carmel College of Teacher Education for Women	7	134
School Adoption	Govt. U P School, Parampuzha	5	38
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Carmel Fest	Interschool competitions for students at secondary level	Competitions	7	100
Womens Day	KSWDC	Awareness talk	2	120
Brain Gym exercise	Ganithika	Excercise training	1	120
Language lab training	Daffodils	communicative English training	1	170
Aids Day	BIOS	awreness programme and oath taking	2	170
Environmental Day Celebration	BIOS ECOZONE	Distribution of saplings	4	170
SWACHATHA	Nature club, ECOZONE	Campus Cleaning	3	170
Road show and street play	Govt. U P School, Maalam	Road show and street play on drugs and narcotics	6	50
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
School Induction for B.Ed students	50 B.Ed Students	personal	30
Internship for M.Ed students	35 M.Ed Students	personal	15
Internship for B.Ed students	120 B.Ed Students	personal	45
Library visit for M.Ed Dissertation	15 m.Ed Students	personal	5
National Seminar	56 teachers from various colleges	UGC	2
National Seminar	185 teachers from	UGC	2

various colleges

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
AKTCTA	Nil	for conducting UGC sponsored national seminar on Revamping Teacher Education for Digital Age Learners	65
School of Physical Education and Sports Sciences	Nil	For conducting UGC sponsored national seminar on Promoting wellness and fitness among teacher Educators	168
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
118346	118346

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Integrated Library Management Software (RFID)	Fully	1	2015

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	91	25	0	8	18	8	14	10	17
Added	0	0	0	0	0	0	0	0	0
Total	91	25	0	8	18	8	14	10	17

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Centre	https://mountcarmelcollege.ac.in/facilities/media-centre

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
100000	81504	50000	44825

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has an established machinery for maintenance and optimum utilization of its infrastructure and learning resources. This is achieved through the monitoring of various committees like staff Council, Planning and Purchase Committee, building committee, PTA and IQAC. The Management regularly monitors the maintenance of Building and infrastructure up gradation. Management allocates adequate budget for annual maintenance of college infrastructure. Facilities for academic, co-curricular and extracurricular activities are upgraded to ensure the holistic development of the students. The college has a well-maintained computer lab with internet facility, psychology lab, digitalized language laboratory, media centre, methods lab, library automated with RFID technology, ICT resource centre, Arts and crafts room etc. All classrooms are well equipped with Computers and LCD Projectors. College auditorium, ac seminar hall, lecture halls and classrooms accommodate the needs of students. The college has 10mpbs broadband facility. Surveillance system is installed in the institution. Sufficient support staff is maintained to upkeep infrastructure including toilets. Contractual staff is also appointed by the Management for day to day works. Painting, plumbing maintenance and repairs, roof maintenance, electrical/electronic repairing works is done as per requirement. The institution hires computer technicians, electricians, plumbers and carpenters for the maintenance and repair works. All electronic equipment is protected by UPS and many are maintained with AMC. Optimum utilization of facilities is ensured by sharing the college auditorium to the public for conducting meetings, socio-cultural events, youth festivals, elections etc. Our institution is a regular centre for the conduct of evaluation of the B.Ed and M.Ed Degree programmes of Mahatma Gandhi University. Library facilities are open to research scholars of different Universities and to the neighbouring community. The physical and health education department provides necessary assistance and facilities to students for yoga, sports and games. The annual feedback collected from the stakeholders also provides valuable suggestions for the up gradation of the existing facilities.

<http://mountcarmelcollege.ac.in/quality-policy/quality-policy>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support for the deserving students	3	17465
Financial Support from Other Sources			
a) National	E-grants	27	82620
b) International	0	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	Coaching in NET/SET and KTET	50	50	33	29
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	5	B.Ed	Education	Mount Carmel College of Teacher Education for Women, Kerala University, St. Josephs Training college, Ernakulam	M. Ed and M.Phil.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	10
Any Other	9

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports and Cultural	Institution	170

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institution has a mechanism for electing a Students' Union every year. The College Union is strengthened to promote and facilitate student activities of the campus. The union executive members were elected through parliamentary mode. Election is held under the leadership of a senior faculty who is appointed as the Returning Officer. The College union consists of a Chairperson, Vice Chairperson, General Secretary, University Union Councillor, Arts Club Secretary, Student Editor, sports club secretary and other representatives. All students' related activities of the college are shouldered out under the leadership of the College Union, advised and facilitated by the Student Advisor. College Union takes initiatives to conduct various activities in the campus. The Students' Union and Sports club are active in conducting almost all the major activities in the college namely arts festival, sports day, extension activities and college day celebrations. The College Magazine is yet an initiative of the College Union where they attempt to cover all the activities of the year as well as to showcase the literary and aesthetic talents of the students. They also take an active part in identifying students for participating in intercollegiate competitions, University youth festival and sports competitions. Preparations to participate in various inter collegiate competitions are organised under the auspices of the college union. The College Union represents students and highlights their specific needs which are addressed by the Principal and the Staff Council. Each Optional subject has an association to coordinate various programmes/ activities. The respective Optional subject teacher is in charge of the association. Apart from it, clubs and forums like Women's cell, Nature club, Debate club, Tourism club, Sports club, Health care club, etc. are coordinated by the students along with the faculty coordinators. The College Union celebrates important days like environment day, Onam, Teachers day, Christmas, womens day, reading week etc.

The College Union nominates representative to the Students' Grievance Redressal Cell, Anti Narcotic Cell, Anti Ragging Cell, Women's Cell, equal opportunity cell and IQAC. All these committees function with the active support and participation of the student community through their representatives. All important decisions are taken in the combined meetings of the union executive members, class representatives and association secretaries, which are convened regularly. Student advisor guide and facilitate such activities. The student representatives express their views and raise opinions in a democratic spirit.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

135

5.4.3 – Alumni contribution during the year (in Rupees) :

5000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of Mount Carmel College of Teacher Education for Women has been functioning for many years and plays a significant role in the development of the institution. The activities of the association are the following: The alumni association convenes its Annual Meet every year. The Alumni meet 2015 was conducted on the 23rd of June 2015. On the same day placement services were arranged for the alumni. The alumni meet brought together a friendly gathering in which former students shared their experience. Every year alumni take demonstration classes for the B.Ed students. It was decided to constitute an endowment award every year for the best performer among the alumni. Mrs. Sreenivasan Syama, former B. Ed student conducted an awareness class on Life skills for the students. Mrs. Aleyamma Tharakan (former student of both B.Ed and M.Ed programme) who is the Director and Principal of St. Jude Global School, Thalappady recruits our students to the school. Alumni working in various schools arranged off and on campus placement services for our students in their schools. The timely feedback received from the alumni is instrumental in improving the academic standard of the institution.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Mount Carmel College of Teacher Education for Women, run by the Carmelite Sisters of St. Teresa follows the policy of decentralization for the efficient administration and growth of the institution. The College recognizes the primacy of participative management in its effective and smooth functioning. The Governing Council headed by the Manager is the highest decision making body of the institution. The Institution has an effective leadership vested with the Principal who is expected to implement the vision of the management. At the beginning of every academic year, the Staff council meets several times to plan and chalk out the activities for the academic year in consonance with the academic calendar of the University. Duties and responsibilities for the conduct of various activities are distributed among the faculty. Different committees, cells and clubs are constituted to facilitate the co-curricular, extracurricular and extension activities of the College and the duties of each

committee/cells are discussed and fixed. The Student's Union plays a leading role in planning and organizing different programmes of the institution. The institution always ensures that suggestions are invited from the stakeholders before any policymaking. Staff council Meetings, Students Union Meetings, PTA meetings, IQAC Meetings, Alumni Meetings and interface with the heads of the Practice teaching schools/ employers are conducted to gather opinions and suggestions. The IQAC collects feedback from all the stakeholders annually and the feedback is instrumental in improving the academic quality of the Institution. Both teachers and students cooperate with each other for the successful implementation of the prospective plans. The two practices of decentralization and participative management during the last year are as follows. It was decided to initiate four value-added courses and to continue the UGC Sponsored career oriented add on courses in Counsellor Training and Computer Applications. These decisions were taken based on the feedback received from the Alumni. Similarly based on the suggestions given by IQAC, the institution submitted proposals for the sanction of seminars and the institution was fortunate to organize two National Level Seminars during the year under the sponsorship of UGC.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	As per NCTE revised regulations, the B.Ed. and M.Ed. programmes were restructured in the year 2015. Internal assessment is conducted for both theory and practical work. For both B.Ed. and M.Ed. programme class tests, mid-term and term-end examinations are conducted. A language aptitude test, computer literacy test and a teaching aptitude test were conducted to identify the deficiencies of students in the respective areas and Add - on courses are provided. The assessment outcomes are communicated to the students for improving their performance. Evaluation of the practical work done in school/ community/ college is conducted based on video recording, photographs and other document evidences. Maintenance of transparency and awarding of internal grades are taken care of. Continuous evaluation will ensure objectivity in assigning internal grades. Online submission of assignments as well as uploading of articles in the blog will also contribute to the internal grades. Open book examination is conducted occasionally. Practice of Indirect Grading System was introduced. Student teachers are encouraged to reflect upon

	<p>their teaching performances and other practical works.</p>
Curriculum Development	<p>As per the revised regulation of NCTE, the B.Ed. And M.Ed. Programmes were restructured. The major aspects of the newly implemented B.Ed. curriculum design are semesterisation (four semesters), Credit system, continuous evaluation and indirect grading. Faculty members rendered substantial contribution to the restructuring of the newly implemented B.Ed and M.Ed. Programme of Mahatma Gandhi University.</p> <p>The duration of the B.Ed. School internship was extended to twenty weeks. More priority was given for practical works comprising of college based, school based, and community based activities. Students are involved in active learning by carrying out various projects and surveys. Choice based Practicum is associated with theory courses. Reflective thinking practices were promoted to sharpen teaching skills. Add-on courses in Counsellor Training and Computer Application, Value added courses and the like were offered to the trainees.</p>
Teaching and Learning	<p>The college organises special talks, workshops, seminars and conferences regularly. Faculty are motivated to participate in faculty development programmes, seminars and conferences to keep themselves abreast with current research in their respective fields. Trainees prepared lesson plans based on different models of teaching and innovative teaching strategies. The trainees prepared lesson plans for value education, art education, yoga and health education classes and implemented them during the practice teaching period. The faculty adopts brainstorming, peer-tutoring, flexible grouping, co-operative learning and think- pair- share strategy model of teaching while initiating group work. Blended learning strategy is adopted frequently. Video-recorded classes based on the B.Ed. curriculum are presented before the students occasionally. Response to Intervention Strategy was used as an innovative mode of curricular transaction. Students who are low achievers were scaffolded with remedial instruction.</p>
Research and Development	<p>The institution encourages Teachers</p>

to participate in seminars, conferences and workshops within and outside the country and grant duty leave for the same. Faculty are informed about the various funding agencies offering research projects and are encouraged to submit proposals for the same. The institution conducted two UGC sponsored national seminars on 17-09-2015 to 18-09-2015 and 10-03-2016 to 13-03-2016. Two faculty members are research supervisors in Education at Bharathiar University, Coimbatore. Institution constituted an award for the best M.Ed dissertation. Three ongoing UGC minor research projects are being carried out in the institution.

Library, ICT and Physical Infrastructure / Instrumentation

The college library is updated periodically. College library was fully automated with SOUL software and RFID technology. New ICT tools are purchased and installed to make the teaching and learning process more effective. Subject laboratories were updated with new equipments. Media centre was established. Language lab was digitalized. Wifi facilities are enhanced.

Human Resource Management

The college recruits and promotes teaching and nonteaching staff as per the norms of UGC, NCTE, State Government and affiliated University. The management appoints full time teaching and non teaching staff for the posts that are not sanctioned by the Government. The college is run on the democratic principle of participative management and various academic duties and responsibilities are shared by the staff. The Principal regularly meets the staff and addresses grievances if any. The IQAC organizes various staff development programmes. Annual renewal programmes for teaching and nonteaching staff are conducted. The academic and other developmental needs of the trainees are regularly addressed through the functioning of students union, counselling, grievance redressal mechanism and mentoring.

Industry Interaction / Collaboration

The institution establishes linkage with different schools/TTIs for conducting internship of students belonging to both B.Ed and M.Ed programmes. Collaboration with AKTCTA and School of Physical Education and Sports Sciences for the conduct of two

UGC sponsored national seminars. The institution also establishes linkage with Mount Carmel Vidyanikethan, St. Josephs Higher Secondary School, Holy Angels Convent School, Bethlehem International School for providing placement facilities to our students. Institution carries out various collaborative extension programmes like visit to old age homes, school adoption, Life school transformation programme etc.

Admission of Students

From 2015, the admission procedure for the B.Ed. and M.Ed Programmes are taken by UGC, NCTE, Government of Kerala and Mahatma Gandhi University. From 2015 onwards, the college invites application from eligible candidates for the B.Ed/M.Ed Programmes as per the M.G. University schedule. The college authorities prepare a Rank list and Waiting List for Open Quota, Scheduled Caste, Scheduled Tribes and Community Quota respectively. Admissions are taken according to the Reservation Criteria prescribed by the University. In the allotment of management seats for B.Ed. and M.Ed. programmes there is reservation for disadvantaged and socially and economically deprived categories of students. Equity in admission is ensured by also considering the meritorious students from all communities. Principal conducts personal meeting with the parents of newly admitted students. PTA General body meeting is immediately conducted soon after the admission process.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>Planning Committee is operational for implementing the projects funded by government or management. Project proposals/initiatives are prepared and discussed among the staff during staff council meetings. On the basis of the Suggestions and feedback collected, modifications are made thereafter. Charges are distributed among the staff members for monitoring and completing the projects. Cooperation and suggestion of PTA, other stakeholders, consultants and experts are also ensured.</p>

Administration	<p>Principal is the academic and administrative head of the institution. The administrative responsibility is shared through staff Council, IQAC Coordinator, Programme coordinator, Teachers and Supporting Staff. Effective communication is ensured through emails and phone calls. Biometric Punching machine is installed for recording the attendance of staff and students</p>
Finance and Accounts	<p>The finance management of the institution is transparent. The college collect fee directly from students towards the remittance to university and state government. Both online and offline mode is adopted. The various registers keep the record of the financial accounts of the college. The institution ensures periodical financial auditing. Annual financial statements are prepared. The salary bill generation and submission are done using the software SPARK. •</p>
Student Admission and Support	<p>From 2015 onwards, the college invites application from eligible candidates for the B.Ed/M.Ed Programmes as per the M.G. University schedule. The college authorities prepare a Rank list and Waiting List for Open Quota, Scheduled Caste, Scheduled Tribes and Community Quota respectively. Admissions are taken according to the Reservation Criteria prescribed by the University. In the allotment of management seats for B.Ed. and M.Ed. programmes there is reservation for disadvantaged and socially and economically deprived categories of students. Equity in admission is ensured by also considering the meritorious students from all communities. Details regarding the admission process and the students admitted are uploaded in the college website.</p>
Examination	<p>The steps followed by the institution in the examination process are transparent and clear. Submission of application, fee remittance, collection of hall tickets, submission of attendance and internal marks to the University are done through the examination portal electronically. For both B.Ed. and M.Ed. Programme, class test, mid-term and term-end examinations are conducted to assess</p>

the academic proficiency of student teachers. Based on the result obtained, remedial instruction and academic counseling is provided. The external examinations are conducted for each semester by the university for both B.Ed. and M.Ed. programmes. For the B.Ed. Programme, Practical Examination is conducted by an External Examination Board constituted by the university. For the M.Ed. Programme, the M.Ed. Dissertation is valued and Vice Voce is conducted by the External Examination Board. Internal marks are published and the grievances of students related to internal examination are addressed by the grievance redressal committee.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	UGC Sponsored National Seminar on 'Revamping Teacher Education for the Digital Age Learners Challenges and Prospects'	NIL	17/09/2015	18/09/2015	12	Nil
2015	NIL	Training in Office Automation	14/07/2015	15/07/2015	Nil	7
2016	UGC	NIL			12	Nil

	Sponsored National Seminar on 'Promoting Wellness and Fitness Among Educators'.		10/03/2016	11/03/2016		
2016	NIL	Training in Website updation.	18/10/2016	19/10/2016	Nil	4
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	1	30/07/2015	12/08/2015	15
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. 1. Institution provides Salary advance on request for the staff</p> <p>2. Free WiFi facility on campus, rooms for sanctioned major projects</p> <p>3. rooms for staff in the college hostel</p> <p>4. honouring faculty for their meritorious achievements</p> <p>5. Special meetings are convened for honouring faculty on their retirement</p> <p>6. Indoor game facility for the faculty</p> <p>7. periodic medical checkups</p> <p>8. Annual renewal programmes</p> <p>9. using the technological facilities of the institution</p> <p>10. parking facility</p> <p>11.</p>	<p>1. Institution provides Salary advance on request from the staff</p> <p>2. financial support for construction of houses and to meet medical expenses.</p> <p>3. The Institution with the help of teachers extends financial support during contingency.</p> <p>4. Members of the nonteaching staff are honoured with due respect at their retirement</p> <p>5. ample parking spaces</p> <p>6. conduct of professional development activities</p> <p>7. Annual renewal programmes</p> <p>8. round the clock security etc.</p>	<p>The institution meets the various needs of the students in the campus itself.</p> <p>1. Disadvantaged Students are provided Hostel facility either free or at subsidised rates.</p> <p>2. Students from poor financial background are given financial support.</p> <p>3. Adequate number of washrooms is provided for girls.</p> <p>4. Purified drinking water facility, sick rooms/ restrooms, periodic medical checkups, indoor and outdoor games facility, book bank facility, awareness classes and programmes, parking facility, Yoga</p>

organizes activities/programmes for the professional development of the staff
 12. Encourage and provide support to the faculty to attend Professional Development activities
 13. round the clock security etc

classes, Annual renewal programmes, counselling services, placement services, round the clock facility, ICT enabled classrooms etc. are provided.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Deputy Directorate of Collegiate Education, Kottayam conducts financial audit annually. The audit by the Deputy DCE, Kottayam for the period 2015- 2016 was conducted on 06/06/2016. Defects pointed out were rectified immediately. The college also conducts annual audit by a Chartered Accountant. The receipts and payment statements, Balance Sheet was prepared. Utilization certificates of the projects sponsored by funding agencies are audited by registered chartered accountants. UGC funds are also audited. The institution also conducts an internal audit of all financial and administrative matters.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Dr. Susamma George P	100000	Awarded to the deserving student of the college who is academically excellent and financially weak
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	Management
Administrative	No	Null	Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. General body and executive meetings are held annually. PTA supports the institution in all its activities. 2. Parents were given awareness on the newly implemented II year B.Ed/M.Ed programmes by the Principal Dr. Susamma George P. 3. Several issues like students' attendance shortage, uniform, use of mobile phone in the campus etc. were also discussed. 4. The PTA provides financial support to the institution 5. PTA Collects the annual feedback on Curriculum from parents

6.5.3 – Development programmes for support staff (at least three)

1. Training was given to the supporting staff on office automation, MS office tools, website updation, service rules, scholarships and financial aid etc. 2. Supporting staff are also trained in using various technological devices available in the institution. 3. Motivate the staff to take part in training programmes organized by outside institution and agencies.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Construction of Ac seminar hall, Subject laboratories was completed. 2) Digitalisation of the language lab, Installation of library automation software, RFID technology, updation of books/journals in the library, Partial installation of the Management Information System, free wifi facility, ICT enabled classrooms 3) Started two UGC Sponsored ADD on Courses and several value added courses 4) Procurement of fund from UGC for college development, renovation of college hostel and for the conduct of major and minor projects and seminars/workshops

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	Nil	Nil	Nil	Nil	Nil

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Participation in the International Conference on "Gender Equality".	12/11/2015	14/11/2015	2	Nil
Womens Cell activities under the sponsorship of KSWDC	03/08/2015	18/03/2016	62	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Campus is made plastic free where students are strictly asked to bring their lunch in steel Tiffin boxes. The waste in the campus is collected separately as

biodegradable and e-waste. Incinerator facility is available in the girl's toilets. Institution organizes many initiatives to generate environmental consciousness among students and staff. The institution celebrates World Environment Day, World Ozone Day, World Aids Day, National Science Day and Women's Day through awareness programmes. Plant saplings are distributed to students and staff on Environmental day. An herbal garden is set up. Eco Zone, the nature club organizes various activities in the campus. Dust bins are provided in the campus. A value added course in fabrication of eco friendly products was initiated.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	Nil
Special skill development for differently abled students	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	1	Nil	03/06/2015	1	Commencement of the Computer literacy programme for the marginalized women.	Computer illiteracy	17
2015	1	Nil	09/06/2015	1	Road show and Street play on Drugs and Narcotics	Drug Addiction	41
2015	1	Nil	27/11/2015	1	Visit to Tribal School- Vandiperiyar, Idukki Dt.	Dropouts	12
2015	Nil	1	09/12/2015	1	Social Visit to Abhaya Bhavan, Shanthi Bhavan	Abandoned Individuals	80

					and Balagram.		
2016	Nill	1	01/04/2016	2	Orientalion on Community extension programme with World Vision	Academi cally backward students	45
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Hand Book	23/07/2015	The Code of Conduct for the various Stakeholders of Mount Carmel College is steered by the vision of Mother Teresa of St. Rose of Lima, the Foundress of the C.S.S.T. Institute. The Code of ethics has been displayed on the college website as well as in the College Handbook. The Code of Ethics may be amended or supplemented from time to time by the administrative bodies of the College. The institution ensures that the various stakeholders of the college adhere to the code of conduct through the constant monitoring of different Committees constituted at different levels. At the beginning of the academic year staff and students are given an orientation towards the Vision Mission of the institution and the code of ethics and values to be followed. Timely feedback is also provided to the stakeholders by the respective monitoring committees related to the adherence to the code of ethics.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Orientation Programme on Script your Success	02/06/2015	Nil	50
Celebration of World Environment day	05/06/2015	Nil	100
Orientation by Dr. Ligimol Jacob, Asst. Professor Dept. of Communication and journalism, M.GUniversity on "How a Teachershould mould the future generation".	23/07/2015	Nil	50
Social Visit to Abhaya Bhavan, Shanthi Bhavan and Balagram.	09/12/2015	Nil	69
Orientation on Community extension programme with World Vision	01/04/2016	02/04/2016	50
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic free campus 2. Awareness programmes and celebration of International and National days of environmental importance 3. Herbal garden 4. Distribution of plant saplings 5. Providing training in the fabrication of eco friendly products 6. Litter free campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Community Outreach programme: The institution conducts various outreach programmes upholding the vision and mission of the institution. During the academic year the institution organized several programmes for lending helping hands to the disadvantaged sections of the community. Life School Transformational Programme in collaboration with World Vision India was carried out in 6 villages of Kottayam. Students visited tribal settlement and Govt. Tribal High School at Vandiperiyar and conducted awareness classes as well as distributed clothes and food items. The institution adopted a nearby Govt. UP School , Parampuzha and conducted workshops on a weekly basis in fabricating several socially useful productive works. The institution organizes weekly visits to a Home for the destitute namely 'Abhaya Bhavan'. In addition to this, the trainees organized the Christmas celebrations in similar institutions like Shanti Bhavan and Vikas Vidyalaya in Kottayam district. Institution also organises food fest for raising funds for charity. Free tuition and communicative English classes are organized by our students for the disadvantaged students of the model school. 2. Updating the existing Infrastructural facility: From 2015 onwards the B.Ed and M.Ed programmes were restructured and the duration of the programmes were extended to two years. Subsequently the entire curriculum was revised and the existing infrastructural facilities need to be updated to meet the requirements of the programmes.

Financial assistance from Management and funding agency like UGC was utilized for this. Classrooms were made ICT enabled, Subject laboratories were constructed, Language lab was digitalized, library was automated with RFID technology, media centre was initiated, and more technological equipments were added to the existing ones, uninterrupted power supply was ensured etc.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://mountcarmelcollege.ac.in/best-practices/best-practices>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of the institution focuses on transformation of the society by empowering women. Therefore several programmes are initiated for the empowerment of the disadvantaged women of the locality as well as the women students of the institution. A vocational Training institute was started for the women of locality. Certificate courses in Tailoring and computer Applications are conducted for the disadvantaged women of the locality and many got benefitted from it. Carmel Public Library and Carmel Digital Cafe are opened for the women of locality where they can read newspapers, periodicals, books, employment journals and explore the digital services in a subsidized rate. Several training/awareness programmes are organized for students. UGC add on courses and value added courses are conducted for students. Communicative English classes are also arranged. Counselling sessions, renewal programmes, self defense training, UGC sponsored seminars, Placement services etc. are provided for the students.

Provide the weblink of the institution

<http://mountcarmelcollege.ac.in/distinctiveness/distinctiveness>

8.Future Plans of Actions for Next Academic Year

? To provide more placement opportunities to the students. ? To Initiate UGC funded Diploma Course in Computer Applications under Add on Career Orientation Programme ? To Conduct workshops/ seminars for Staff ? To strengthen extension services of the Institution. ? To conduct programmes to inculcate social responsibility, unity and national Integration among students. ? To motivate the faculty to apply for projects funded by national and international agencies.